


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: July 15, 2015		APD.SOP.3070 Roll Call
Applicable To: All sworn employees		Review Due: 2019
Approval Authority: Chief George N. Turner		
Signature: Signed by GNT		Date Signed: 07/13/2015

1. PURPOSE

To establish a procedure for roll call briefing of sworn officers and inspections of uniformed employees and equipment in the Field Operations Division (FOD).

2. POLICY

The Atlanta Police Department requires that uniformed officers' report for duty in compliance with the uniform dress code and that officer be briefed on incidents of importance, safety issues, training issues, and matters that demand special attention before the beginning of their tour of duty. Roll call procedure will ensure the Department provides emergency police response at all times.

3. RESPONSIBILITIES

3.1 The section commander will ensure compliance with this directive.

3.2 The watch commander will conduct roll call in a military fashion as described in section 4.1.8.

3.3 Supervisors will assist in roll call inspection. In the absence of the watch commander, the designated or ranking supervisor will conduct roll call.

4. ACTION

4.1 Roll Call (CALEA 6th ed. standard 41.1.2)

The zones will conduct roll call twice per watch which can be modified to meet the needs of the department when extenuating circumstances exist to maintain continuous patrol coverage 24 hours a day (CALEA 6th ed. standard 41.1.1a).

4.1.1 The odd numbered cars (radio call numbers) will conduct roll call and change watch on the half hour: Morning Watch 2230 hours, Day Watch 0630 hours, Evening Watch 1430 hours.

4.1.2 The even numbered cars (radio call numbers) will conduct roll call and change watch on the hour: Morning Watch 2300 hours, Day Watch 0700 hours, Evening Watch 1500 hours.

4.1.3 On-duty supervisors will ensure on-duty officers remain on their respective beats or areas of assignment until the completion of the next watch's roll call to maintain 24-hour police presence on the streets. (CALEA 6th ed. standard 41.1.1a).

4.1.4 Other sections and units within FOD will conduct roll call inspections as their assigned responsibilities and schedules dictate with approval of the Division commander.



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- 4.1.5 Prior to roll call, the watch commander will:
1. Review in-basket material
 2. Review Roll Call Assignment Sheet (Form APD 680) and make modifications as necessary (i.e. Prisoner Transport Wagon)
 3. Review the major incident log, or reports from the previous watch
 4. Review PredPol information
 5. Check with the previous supervisor for any additional information on crime, major events, and special projects, and vehicles shopped and/or damaged
 6. Check the computer or contact Communications for a list of pending calls
 7. Inspect subordinate supervisors
 8. Give instructions to subordinate supervisors as to their assignments, special duties, areas in need of attention
- 4.1.6 The watch commander will complete the Watch Commander's Roll Call Checklist report form (Form APD 641), include on the checklist anyone who briefs the watch, such as a CID investigator. The checklist will be kept on file for 12 months and can be attached with the Roll Call Assignment Sheet.
- 4.1.7 The watch officers will obtain the Daily Activity Report (Form APD 607) prior to roll call to record activity during their tour of duty, complete vehicle inspection, and record activity statistics.
- 4.1.8 At the designated time, the watch commander or acting watch commander will give the command "Fall in" to watch officers.
1. The officers assigned to work will form one or more lines in formation.
 2. The watch commander will give the following commands:
 - a. Watch, Attention!
 - b. At close interval, dress right, Dress!
 - c. Ready, Front!
 3. The assigned supervisor(s) will then proceed to inspect the officers. The inspection will include the examination of employees' appearance, equipment, uniform, fitness for duty, and credentials as prescribed in APD.SOP.2130 "Dress Code".
 4. Upon completion of the inspection, the inspecting supervisor will take a position facing the watch and to the right of the watch commander and give a verbal report to the watch commander regarding the readiness for duty.
 5. The watch commander will give the command "At ease," have the officers either remain standing or take a seat, call the roll, make assignments; give special instructions, roll call



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training, lookouts, and significant information gathered from the previous watch. The supervisor will provide opportunity for comments from the officers.

6. The watch commander will have the officers take note of the information and instructions. Officers may receive photos, roll call training, handouts, and other pre-printed materials.
7. The watch commander may allow officers from other units to address the watch at roll call to share information or promote coordination within the Department.
8. The watch commander may relieve from duty, for that tour only, any officer who fails to comply with the uniform dress code, or fails to carry at roll call inspection the required and approved equipment in proper working condition or is unfit for duty. Tardiness will be evaluated individually and documented.
9. The watch commander will then call the watch to attention and give the command to "Fall out."

4.1.9 The watch commander, or designated supervisor, will inspect the officers' firearms, equipment, driver's licenses, and other required credentials as prescribed in APD.SOP.1090 "Inspections". The watch commander or sworn designee will inspect the command's motor vehicles for damage and equipment using the vehicle inspection checklist (Form APD 732) at least once a week to ensure replenishment of supplies for operational readiness.
(CALEA 6th ed. standards 41.3.2 and 53.1.1)

4.1.10 The watch commander or designated supervisor will address discrepancy noted during the roll call inspection and initiate the appropriate corrective actions and/or reports. (CALEA 6th ed. standards 53.1.1e).

4.1.11 The watch commander or designated supervisor will ensure that information will be disseminated to specialized units (i.e. Field Investigative Team) within FOD who do not form for roll call.
(CALEA 6th ed. standard 41.1.2)

5. DEFINITIONS

5.1 Attention: A standing position with heels together, body erect, arms to the side and eyes to the front.

5.2 Roll Call: The official activity that starts the work functions for the assigned watch.

5.3 Fall In: A command for employees to form a formation at a predetermined location in the position of attention.

5.4 Dress Right or Left: Ensures proper alignment with the person on the immediate right or left.

5.5 At Ease: A rest standing position in formation with the feet approximately 12 inches apart.

5.6 Fall Out: The command that terminates or dismisses the formation.

6. CANCELLATIONS

APD.SOP.3070 "Roll Call", signed March 4, 2011, effective February 28, 2011.



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7. REFERENCES

APD.SOP.2130 "Dress Code"
APD.SOP.1090 "Inspections"
APD Form 607 "Daily Activity"
APD Form 641 "Watch Commander's Roll Call Checklist"
APD Form 680 "Roll Call Assignment Sheet"
APD Form 732 "Vehicle Inspection Checklist"

Commission on Accreditation for Law Enforcement Agencies, (CALEA) 6th Edition Standards
41.1.1, 41.1.2